

~~CONFIDENTIAL~~

PROD 12-4

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17 April 1963

MEMORANDUM FOR: Chief, Cartography Division
Chief, Geography Division
Chief, Map Library Division

SUBJECT: Use of Established GRA Publications for Dissemination
of Material

1. The GRA publications situation is being examined with the intent of expanding or adjusting the various categories of issuances so that they more nearly reflect the types of work now being produced.

2. We are discovering, in the process, that some lists and other reference information being prepared by Branches or individual analysts of D/GL and D/GC in response to specific requests or to meet obvious needs might well be made a part of the GRA reporting scheme and thereby have wider distribution in the intelligence community. The lists that have been encountered fit into an already-established category of report, the Geographic Research Aid.

3. Analysts should be reminded that the formal type of GRA reporting is not limited to a single Division -- that the nature of the material, not the origin, is the criterion. When requests are received or the need arises for such information, the analyst and Branch Chief should consider whether or not it should be prepared for wider distribution as a GRA report.

4. When it has been determined that material is appropriate for publication as one of the various categories of GRA reports, the copy should be channeled through this office to the St/P contingent assigned to the GRA to be edited and prepared for reproduction.

5. Any other materials being disseminated outside the GRA should also be carefully examined, and if necessary given a formal editing, to insure that they meet format and accuracy standards.

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Chief, Geographic Research

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Distribution:

1 - Each GRA Division Chief

2 - Ch/G 25X1A9A

GRF:Ch/G:  (16 Apr 1963)

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